

# Richard Annual Water District Meeting Checklist

Water district annual meetings must address certain topics. The checklist below will help ensure each water district is addressing the necessary topics during the annual meeting. Please return this completed checklist to the appropriate IDWR regional office along with the adopted budget, resolutions, and annual meeting minutes.

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Water District Number and Name: 290 Bannock Creek Drainage

MAR 06 2023

Department of Water Resources  
Eastern Region

Meeting Date, Time and Location: 3/1/2023 6:00 PM Arbon Elementry School

- ☐ Call meeting to order
- ☐ Election of meeting chairman and secretary ( chairman facilitates meeting and secretary must record meeting minutes and submit to IDWR within 5 business days following the meeting)

- ☐ Read and approve previous year annual meeting minutes

- ☐ Watermaster report and presentation of proposed budget  
(Account balance, saving balance, balance to be moved to saving) (Proposed budget)

- ☐ Treasurer financial report Bal to sav - \$382.56 Business sav \$14694.36  
New Bal \$5076.92 - work Comp up 100 - to 400 - annually
- ☐ Adopt budget ( must be submitted to IDWR immediately following the meeting )

- ☐ Elect watermaster\*

- ☐ Elect assistant watermaster(s)\* (optional)

- ☐ Elect water district treasurer\*

- ☐ Select an advisory committee (optional)

- ☐ Adopt resolutions (must be submitted to IDWR immediately following the meeting)

- ☐ Determine next year's meeting date, time and location

Date March 6<sup>th</sup> 2024 Time 6:00 PM Location Arbon School

\* An oath is required before the first year of service.

By signing below I verify that all required actions have been addressed at the water district annual meeting.

Completed by:

Water District Representative / Title

Date

2023 Annual Water District Business and Budget Meeting Minutes  
3/1/2023  
Arbon Elementary School  
Bannock Creek Drainage

RECEIVED

MAR 06 2023

Department of Water Resources  
Eastern Region

Meeting called order by Darrell Ward – 6:00 PM

Attendees: See attached "Water District 29-O Bannock Creek Drainage Annual Meeting" sign in sheet.

Nominations for Chairman: Nominated were Darrell Ward. Hans seconded nomination Darrell was voted in as chairman.

Minutes from 2022 read by Darrell.

Minutes taken by Richard

Richard was nominated as water master seconded by Justin and the vote was unanimous.

Budget proposal; 2022 budged was discussed and an ending balance of \$382.56 to be transferred to business savings which was \$4694.36 with the addition of 2022 carry over would give the business account a balance of \$5076.92. The 2023 budget of \$4,500.00 was approved by a unanimous vote.

The advisory committee members are Jason Williams, David Lusk, Hans Hayden, Vance Ward and Ken Campbell. A motion by Hans keep the same members and seconded by Stu vote was unanimous.

The resolutions were review and no changes made, Stu moved that we accept the resolutions as written and was seconded by David vote was unanimous.

Idaho Department of Water Resources Sr. Agent Jared Adamson attended our meeting. Jared talked about the forming of other water districts. The fact our district was the first monitor both surface water and ground water. Questions were asked about the water call of 2022 for district 120 and the probability of water calls affecting 29O in the future. The fact that the Fort Hall Reservation separates 29O from 120 would leave us unaffected. Jared stated that there would be a meeting sometime in the summer of 2023 and that an invitation to the 29O water users would be forth coming.

There was discussion on the water usage monitored by the BIA, Tribe and WD 01. Steve Viscosky and Richard spent several hours going over the watermaster report which is reviewed by Idaho Department of Water Resources Boise & Idaho Falls, BIA, Tribe and WD01. Steve stated that our conversations go a long way in helping him understand the complex distribution matters in your district. One of the topics that will be discussed is the Euitable Adjustment, as mentioned in the Fort Hall Agreement, now that the protected users have surpassed the 2,400 AFA total for three years in a row.

Discussion of the batteries in the flow meters and the importance of maintaining them. This is the responsibility of the water user. The down time of the meter creates a situation where an estimation of water application must be established. The process of establishing the estimation must be documented in the watermaster report so that all parties will understand.

Next year's meeting date. 1st Wed in March at 6 P.M. 3/6/2024 at the Arbon School, 4405 Arbon Valley Hwy Arbon Idaho 83212

Hans made a motion to adjourn the meeting and was seconded by Jason vote was unanimous.

Minutes taken by – Richard Curry

Chairman – Darrell Ward

Water Master/Secretary – Richard Curry

# ROSTER OF ATTENDANCE

20 23 ANNUAL MEETING

WATER DISTRICT NO. 290

WATER DISTRICT AREA Bannock Creek  
Drainage

## ANNUAL MEETING

Date 3/1/23 Time 6:00 am/pm (am)

Location Arbon Elementary

Address \_\_\_\_\_

NAME	ADDRESS	REPRESENTING
<u>Darrell Ward</u>	<u>1468 Jarvis Dr</u>	<u>Ward &amp; Sons</u>
<u>Jared Adamson</u>		<u>IDWR</u>
<u>Vance Ward</u>	<u>5336 Arbon Valley Hwy</u>	<u>Arbon Hwy Ward &amp; Sons</u>
<u>Valerie Williams</u>	<u>1277 Mink Cr. Rd.</u>	<u>Valerie Williams</u>
<u>Hans Hayden</u>	<u>3746 Mt. Crystal Rd.</u>	<u>Arbon - Me</u>
<u>Anton Williams</u>	<u>4360 Eph Lane</u>	<u>Self</u>
<u>Jim Williams</u>	<u>1266 Lusk Loop</u>	<u>Self</u>
<u>David Reed</u>	<u>1190 Lusk Loop</u>	<u>Self</u>
		<u>Josh Anderson</u>

# WATERMASTER'S PROPOSED BUDGET

RECEIVED

MAR 06 2023

Each watermaster shall, at least fourteen (14) days prior to the annual meeting of the water users of the water district, prepare a proposed budget for the upcoming year, together with a distribution of the pro rata amounts of the budget assessed to the respective water users or water delivery organizations using the actual volume of water delivered for the past season or seasons. **The proposed budget and distribution of pro rata assessments shall be presented to the water users for consideration and approval at the next annual meeting.** (42-612 Idaho Code)

Department of Water Resources  
Eastern Region

1. In the work space below, enter the past year or years watermaster salary, secretaty and/or staff salaries, and expenses. Past season costs and expenses, or average past seasons' costs and expenses, may aid in determining next year's budget. A more detailed listing or itemization of expenses and salaries can be attached to this form.

## PAST YEAR OR YEARS ACTUAL EXPENSES

YEAR	WATERMASTER		ASSISTANT WATERMASTER, SECRETARY, STAFF, ETC.		OTHER EXPENSES		TOTAL COSTS
	DAYS	SALARY	DAYS	SALARY	ITEM	COST	
2022		\$2,415.00			Mileage	\$ 687.44	
					Misc.	\$ 400.00	
					Office Sup.		\$ 3,502.44

2. Complete the proposed budget section below for the upcoming year. Using the total water delivered from the watermaster report, calculate the distribution of the proposed budget among water users, and complete the table on pages 3 and 4.

If this district uses a past-year average of deliveries for assessment purposes, please attach the record of past deliveries used to obtain average deliveries or complete the Delivery Averaging Worksheet on page 5.

## WATERMASTER'S PROPOSED BUDGET for 2023

Watermaster Salary-----	\$	3000.00
Assistant Watermaster Salary (if any)-----	\$	0.0
Treasurer Salary-----	\$	0.0
Other Expenses-----	\$	1,500.00
Total Expenses for 2023 _____	\$	4,500.00

3. Once a final budget is adopted, complete the Adopted Budget section on page three and make any adjustments to the Distribution of Budget table.